

Field Trip Information & FAQs

Approval levels: 1st approval - your school
 2nd approval -Transportation Department
 3rd and final approval - First Student Bus Company

Q: *What are the rates for a field trip?*

A: The contracted rate is \$62.48/hour (Updated 08/01/2025) per bus/driver. You will be billed from terminal to terminal.

Q: *How do I process a field trip request? PLEASE SEE ALL INSTRUCTIONS BELOW*

A: Fill out the [Field Trip Request Form](#) according to the directions and email it First Student for confirmation - **PLEASE SAVE A COPY OF THIS FORM AND DO NOT FILL THIS OUT AS THIS IS THE MASTER FORM**

Q: *How do I edit a field trip request after it has been submitted?*

A: You cannot edit a request once it has been submitted. However, you can contact First Student and advise of any changes. .
Please note: if this request was already approved by your school, they will have to approve the new request.

Q: *How can I check the status of a field trip request?*

A: You can either contact First Student via email jennifer.powell@firststudentinc.com, jenny.dion@firststudentinc.com, kristen.puleo@firststudent.com, or contact Kim Healey at healeyk@nashua.edu.

Q: *The bus is late for a field trip. Who can I contact?*

A: You can contact the Transportation Department at 603-966-1055 or First Student Bus Company at 603-883-0251 for the status of a bus.

Notes:

If someone else enters your field trip request (i.e. Transportation Dept.) you must still be sure that the approver at your school approves the request so it can move through the proper approval process. Whoever enters the field trip will receive the submitted and approved emails.

If you have further questions, please feel free to contact the Transportation Coordinator, Kim Healey at 603-966-1055 or send an email to healeyk@nashua.edu.